

ENERGIZE MISSOURI HOMES

MISSOURI DEPARTMENT OF NATURAL RESOURCES



MISSOURI
DEPARTMENT OF
NATURAL RESOURCES



NEIGHBORHOOD
CHALLENGE



PROGRAM MANUAL

AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009

STATE ENERGY PROGRAM

SUBMITTAL DEADLINE:

July 23, 2010

4:00 PM CDT

MISSOURI DEPARTMENT OF NATURAL RESOURCES

DIVISION OF ENERGY

1101 RIVERSIDE DRIVE

P.O. BOX 176

JEFFERSON CITY, MO 65102-0176

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I. Introduction

This document is meant to serve as a guide for applicants when preparing their applications under the Neighborhood Challenge Program.

The following are examples and explanations on how to fill out each of the supporting documents (forms) that must be included in an application.

1. List of Supporting Documents

Applications must contain all of the elements listed below to be considered complete and eligible for funding.

Document Code	Description
Form A	Application Cover Page
Form B	Project Narrative
Form C	Project Partners
Form D	Home Energy Report Program Category Details
Form E	In-Home Energy Monitoring Device Program Category Details

II. Form A – Application Cover Page

This document should be the cover page of your submitted application. The form contains a summary of all important aspects of an application. **The cover page MUST be signed** (Page A-2) by an authorized individual to be considered complete.

Applicant Information

Applicant Name: provide name of the entity applying for funds.

DUNS Number: applicant must obtain a Dun and Bradstreet (D & B) Data Universal Numbering System (DUNS) number. A DUNS number is a unique identifier used by the federal government to track distribution of federal funds. To obtain a DUNS number, visit <http://fedgov.dnb.com/webform> or call the D&B Government Customer Response Center (866) 705-5711.

FEIN Number: provide the applicant's federal employer identification number (EIN). This number, also sometimes referred to as a tax identification number, is a nine-digit code that businesses use to identify themselves for tax reporting, banking, and other purposes.

Mailing Address: this is the mailing address for the applicant. The mailing address must reach the contact person listed in the applicant Information section. Provide:

Mailing Address

City

ZIP Code + 4 (nine digits)

Contact Name: name of contact person representing the applicant. This person will be the primary point of contact with the Neighborhood Challenge Program.

Title of Contact: provide the title for the contact person.

Email address: provide the email address for the contact person.

Telephone number: provide the telephone number for the contact person.

Fax number: provide the facsimile number for the contact person.

Total Funding Requested: provide the total funds (\$) requested under the Neighborhood Challenge Program. The amount is not to exceed \$750,000.

Project Information

Program Categories: applicants must select the program category under which they are submitting an application, by checking the corresponding box.

Project Title: provide a name for the proposed project.

Proposed Start Date: provide the proposed start date for the project.

Proposed Completion Date: provide the estimated completion date for the project. All projects must be completed before Jan. 31, 2012.

Brief Project Description: provide a short description of the proposed project. The description must fit within the allocated area.

Applicant Details

Applicant Type: identify the type of applicant organization. Under the Neighborhood Challenge Program, eligible applicants are municipal electric utilities, cooperative electric utilities and nonprofit associations or organizations comprised of such utilities.

Total Number of Residential Customers: provide the number of residential customers included within the service territory of the applicant and its partners.

Description of Service Territory: describe the service territory, i.e. the coverage area of residential customers for the applicant and its partners. Applicants must include a map identifying the service territory as attachment to Form A.

Financial Information

Funding Requested: provide the dollar amount of the requested funds as well as the corresponding percentage of total project costs. Note that the funding requested cannot be more than \$750,000.

Funds Leveraged: provide the dollar amount of applicant contribution and other leveraged funds, as well as the corresponding percentage of total project costs. Leveraged funds can include applicant funds, funds received from contribution, or funds that have been applied for under utilities, state and federal programs, or private contributions.

Total Project Cost: provide the sum of the funding requested and funds leveraged.

Applicant Signature

An authorized representative of the applicant's entity must sign and date the application cover page (Signature on Page A-2). Applications that have not been signed will not be considered for funding.

III. Form B – Project Narrative

This form allows the applicant to submit a more elaborate description of the project. Applicants should fill out all of the sections and provide sufficient information on the most important and relevant aspects of the proposed project:

Project Narrative

Provide a description of the proposed project, including:

- Goals and objectives.
- Statement of work (required tasks and activities).

If necessary, applicants may add up to one additional page (one-sided) for their project description.

Proposed Timeline

Provide a proposed timeline for project milestones or events. Examples of possible milestones include:

- Providing first home energy report.
- Purchasing equipment.
- Equipment installation.
- Project completion.

Energy Efficiency Program Implementation Experience

Discuss any residential energy efficiency programs the applicant has offered in the past, particularly any behavioral programs. The discussion should cover the program details including energy efficiency measures installed, number of homes participating, and energy savings achieved.

Applicants should also discuss any other relevant experience with energy efficiency programs that may be used to assist the applicant in implementing an energy efficiency behavioral program.

IV. Form C – Project Partners

This form allows the applicant to explain any project partners in more detail. Applicants should fill out all of the sections as explained below.

Partner Information

Name of Partner: begin by entering the name of the lead applicant in the first box. In the following boxes list the name of any partners.

Total Number of Residential Customers: if applicable, provide the total number of residential customers serviced by the partner.

Proposed Number of Homeowners in Test Group: provide the proposed number of homeowners from the partner's residential customers that will be included in the test group.

Proposed Allocation from Funding Requested: provide the proposed amount of money from the Neighborhood Challenge Program to be allocated to each partner.

Description of Partnership Structure

The applicant must provide a description of the partnership structure that has been formed for purposes of this project:

- Describe the responsibilities of each partner.
- Describe the area of the project that will be implemented by each partner.
- Provide any other pertinent information.

Description of Partnership Structure

Every project partner listed in Form C of the application must provide a signed letter stating that the partner understands the Neighborhood Challenge Program Guidelines, and that it designates the lead applicant as its representative for purposes of the application.

Each project partner must complete and sign the letter as shown below. Include all copies of the letter as an attachment to the application.

Date: DATE LETTER IS SIGNED

Missouri Department of Natural Resources
Division of Energy
1101 Riverside Dr., P.O. Box 176
Jefferson City, MO 65102-0176

I, the undersigned, designate INSERT NAME OF LEAD APPLICANT as the "lead applicant" for this application for funding under *Energize Missouri Homes*. I understand that funding provided is from the American Recovery and Reinvestment Act of 2009, State Energy Program. I have read and agree to the terms and conditions included in the Neighborhood Challenge program guidelines.

I, the undersigned, have the authority to sign this application and assign authority to the "lead applicant" on behalf of my organization.

Name of partner: NAME OF PARTNER

Name of authorized individual: NAME OF INDIVIDUAL

Title: TITLE OF AUTHORIZED INDIVIDUAL

Signature: SIGNATURE OF AUTHORIZED INDIVIDUAL

V. Form D – Home Energy Report Program Category Details

Home Energy Report Program Details

Size of Test Group: provide the number of proposed participants for the Home Energy Report Program Category test group.

Size of Control Group: provide the number of proposed participants for the Home Energy Report Program Category control group.

In the space provided, provide justification for selected homeowners in the test and control group. Please list any criteria relevant to selection process (energy usage, location, home size, etc.)

Name of City of County: provide the name of the city or county included in the test and control groups.

Number of Homeowners in the Test Group: provide the number of homeowners that will be included in the test group.

Total Population: provide the population of the city or county as identified by the 2000 U.S. Population Census. For more information visit the U.S. Census Bureau at <http://quickfacts.census.gov/qfd/states/29000.html>

Budget Summary

The budget summary table provides a snapshot of the proposed budget for the project, as well as how the different budget items will be funded by the Home Energy Report Program Category and other sources of leveraged funds. For each line item, provide the information requested.

Equipment and Materials:

(A) Funding Requested (\$): provide the total amount of requested Home Energy Report Program Category funds that will go towards the purchase of equipment and materials necessary for the proposed project.

(B) Funds Leveraged (\$): provide the total amount of leveraged funds, including the applicant's contribution that will go towards purchase of equipment and materials necessary for the proposed project.

(C) Total Costs (\$): the sum of (A) funding requested and (B) funds leveraged.

(D) Percentage (%): provide the percentage of total project costs for equipment and materials.

Direct Labor:

(A) Funding Requested (\$): provide the total amount of requested Home Energy Report Program Category funds that will go towards paying for direct labor necessary for the proposed project.

(B) Funds Leveraged (\$): provide the total amount of leveraged funds, including the applicant's contribution that will go towards paying for direct labor necessary for the proposed project.

(C) Total Costs (\$): the sum of (A) funding requested and (B) funds leveraged.

(D) Percentage (%): provide the percentage of total project costs for direct labor.

Administrative Expenses:

(A) Funding Requested (\$): provide the total amount of requested Home Energy Report Program Category funds that will go towards paying for administrative costs expected to be incurred for the proposed project. **The amount requested for administrative funds cannot exceed five percent of total project costs.**

(B) Funds Leveraged (\$): provide the total amount of leveraged funds, including the applicant's contribution that will go towards paying for administrative costs expected to be incurred for the proposed project.

(C) Total Costs (\$): the sum of (A) funding requested and (B) funds leveraged.

(D) Percentage (%): provide the percentage of total project costs for administrative expenses.

Other:

(A) Funding Requested (\$): Home Energy Report Program Category funds will not be provided for other costs not included in the above categories.

(B) Funds Leveraged (\$): provide the total amount of leveraged funds, including the applicant's contribution that will go towards paying for other costs expected to be incurred for the proposed project.

(C) Total Costs (\$): the sum of (A) funding requested and (B) funds leveraged.

(D) Percentage (%): provide the percentage of total project costs for other budget items.

Total:

(A) Funding Requested (\$): provide the total amount of requested Home Energy Report Program Category funds. This is the sum of funding requested for equipment and materials, direct labor and administrative expenses.

(B) Funds Leveraged (\$): provide the total amount of leveraged funds, including the applicant's contribution. This is the sum of proposed funds leveraged for equipment and materials, direct labor, administrative expenses and other.

(C) Total Costs (\$): The sum of (A) funding requested and (B) funds leveraged. This is the sum of total costs for equipment and materials, direct labor, administrative expenses and other.

Detailed Budget

Equipment/Materials: list all equipment and materials to be purchased for the project valued greater than \$100.

Quantity: list quantity of equipment and materials required.

Unit Cost (\$): cost per unit.

Funding Requested (\$): provide dollar amount that will be paid for with Home Energy Report Program Category funds.

Funds Leveraged (\$): provide dollar amount that will be paid for by the applicant and other sources of leveraged funds.

Total Cost (\$): provide the total dollar amount for each item, this can be calculated as:

$$\text{Total (\$)} = \text{Quantity (units)} \times \text{Unit Cost } \left(\frac{\$}{\text{unit}} \right)$$

If additional rows are required to list the equipment, please include a table with the additional items as an attachment.

Direct Labor

The direct labor table lists all applicable costs for design, construction, or installation. For purposes of this program, only installation costs will be considered eligible to receive funding. For each line item, provide the information requested.

Title/Job Classification: list the title/job classification of required labor. Examples of job classifications include:

- Project manager.
- Marketing director.
- Grant administrator.
- Accountant.
- IT technicians.

Number of Hours: list the number of hours that the proposed laborer will be working on the project.

Billing Rate (\$/hr): hourly billing rate for the proposed laborer.

Funding Requested (\$): provide the dollar amount that will be paid for with Home Energy Report Program Category funds.

Funds Leveraged (\$): provide the total amount of leveraged funds, including the applicant's contribution that will go towards the staff total cost necessary for the proposed project.

Total Cost (\$): provide the total dollar amount for each item, this can be calculated as:

$$\text{Total Cost (\$)} = \text{Billing Rate } \left(\frac{\$}{\text{hour}} \right) \times \text{Number of Hours (hours)}$$

Cost-Effectiveness

- (A) **Funding Requested (\$):** provide the total amount of funding requested for the Home Energy Report Program Category.
- (B) **Size of Test Group:** provide the number of proposed participants for the Home Energy Report Program Category test group. This number should be equal to the number identified at the top of Page D-1.
- (C) **Cost-Effectiveness:** represents a measure of how effective grant dollars are in achieving a given result. To calculate cost-effectiveness applicants should divide the funding requested (A) by the size of the test group (B).

Leveraged Funds

List the proposed sources of funding that will be leveraged for this project. **Applicants must provide letters from each financial partner or funding entity, indicating the amount of funds that have been awarded or committed to the project, as an attachment to Form D.**

Source: name the state program, federal program, utility program or organization that will provide funds to the proposed project. Identify if the applicant is proposing to contribute the remaining funds out of its own budget. If the applicant has applied for funds, but has not received funding yet, please indicate the anticipated source of the funding.

Total Funds (\$): funds provided by, or requested from, the identified source.

Date of Award: for funds that have been received, please indicate the date of award. For funds that have been applied for, please indicate the expected date of award.

Is letter included: indicate whether an award letter or a commitment letter has been included as an attachment to this form.

If additional rows are required to list other sources of leveraged funds, please include a table with the additional items as an attachment.

VI. Form E – In-Home Energy Monitoring Device Program Category Details

In-Home Energy Monitoring Device Program Category Details

Size of Test Group: provide the number of proposed participants for the In-Home Energy Monitoring Device Program Category test group.

Size of Control Group: provide the number of proposed participants for the In-Home Energy Monitoring Device Program Category control group.

In the space provided, provide justification for selected homeowners in the test and control group. Please list any criteria relevant to selection process (energy usage, location, home size, etc.)

Name of City or County: provide the name of the city or county included in the test and control groups.

Number of Homeowners in the Test Group: provide the number of homeowners that will be included in the Test Group.

Total Population: provide the population of the city or county as identified by the 2000 U.S. Population Census. For more information visit the U.S. Census Bureau at <http://quickfacts.census.gov/qfd/states/29000.html>

Equipment Information

Device: provide the name, manufacturer and model of the monitoring device to be used.

Quantity: provide the number of monitoring devices to be purchased for the In-Home Energy Monitoring Device Program Category.

Unit Cost (\$): provide the cost of the monitoring device.

Total Cost (\$): provide the total dollar amount for each item, this can be calculated by multiplying the quantity (A) by the unit cost (B).

In the space provided please provide a description of any devices used and all benefits and features (accompanying software, connection to an online monitoring system, etc.) that are applicable to the program.

Budget Summary

The budget summary table provides a snapshot of the proposed budget for the project, as well as how the different budget items will be funded by the In-Home Energy Monitoring Device Program Category and other sources of leveraged funds. For each line item, provide the information requested.

Equipment and Materials:

(A) Funding Requested (\$): provide the total amount of requested In-Home Energy Monitoring Device Program Category funds that will go towards the purchase of equipment and materials necessary for the proposed project.

(B) Funds Leveraged (\$): provide the total amount of leveraged funds, including the applicant's contribution that will go towards purchase of equipment and materials necessary for the proposed project.

(C) Total Costs (\$): the sum of (A) funding requested and (B) funds leveraged.

(D) Percentage (%): provide the percentage of total project costs for equipment and materials.

Direct Labor:

(A) Funding Requested (\$): provide the total amount of requested In-Home Energy Monitoring Device Program Category funds that will go towards paying for direct labor necessary for the proposed project.

(B) Funds Leveraged (\$): provide the total amount of leveraged funds, including the applicant's contribution that will go towards paying for direct labor necessary for the proposed project.

(C) Total Costs (\$): the sum of (A) funding requested and (B) funds leveraged.

(D) Percentage (%): provide the percentage of total project costs for direct labor.

Administrative Expenses:

(A) Funding Requested (\$): provide the total amount of requested In-Home Energy Monitoring Device Program Category funds that will go towards paying for administrative costs expected to be incurred for the proposed project. **The amount requested for administrative funds cannot exceed five percent of total project costs.**

(B) Proposed Funds Leveraged (\$): provide the total amount of leveraged funds, including the applicant's contribution that will go towards paying for administrative costs expected to be incurred for the proposed project.

(C) Total Costs (\$): the sum of (A) funding requested and (B) proposed funds leveraged.

(D) Percentage (%): provide the percentage of total project costs for administrative expenses.

Other:

(A) Funding Requested (\$): Neighborhood Challenge Program funds will not be provided for other costs not included in the above categories.

(B) Funds Leveraged (\$): provide the total amount of leveraged funds, including the applicant's contribution that will go towards paying for other costs expected to be incurred for the proposed project.

(C) Total Costs (\$): the sum of (A) funding requested and (B) funds leveraged.

(D) Percentage (%): provide the percentage of total project costs for other budget items.

Total:

(A) Funding Requested (\$): provide the total amount of requested In-Home Energy Monitoring Device Program Category funds. This is the sum of funding requested for equipment and materials, direct labor and administrative expenses.

(B) Funds Leveraged (\$): provide the total amount of leveraged funds, including the applicant's contribution. This is the sum of funds leveraged for equipment and materials, direct labor, administrative expenses and other.

(C) Total Costs (\$): The sum of (A) funding requested and (B) funds leveraged. This is the sum of total costs for equipment and materials, direct labor, administrative expenses and other.

Detailed Budget

Equipment/Materials: list all equipment and materials to be purchased for the project valued greater than \$100.

Quantity: list quantity of equipment and materials required.

Unit Cost (\$): cost per unit.

Funding Requested (\$): provide dollar amount that will be paid for with In-Home Energy Monitoring Device Program Category funds.

Proposed Funds Leveraged (\$): provide dollar amount that will be paid for by the applicant and other sources of leveraged funds.

Total Cost (\$): provide the total dollar amount for each item, this can be calculated as:

$\text{Total (\$)} = \text{Quantity (units)} \times \text{Unit Cost } \left(\frac{\$}{\text{unit}} \right)$
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If additional rows are required to list the equipment, please include a table with the additional items as an attachment.

Direct Labor

The direct labor table lists all applicable costs for program implementation. For each line item, provide the information requested.

Title/Job Classification: list the title/job classification of required labor. Examples of job classifications include:

- Project manager.
- Marketing director.
- Grant administrator.
- Accountant.
- IT technicians.

Number of Hours: list the number of hours that the proposed laborer will be working on the project.

Billing Rate (\$/hr): hourly billing rate for the proposed laborer.

Total Cost (\$): provide the total dollar amount for each item, this can be calculated as:

$$\text{Total Cost (\$)} = \text{Billing Rate} \left(\frac{\$}{\text{hour}} \right) \times \text{Number of Hours (hours)}$$

Funding Requested (\$): provide the dollar amount that will be paid for with In-Home Energy Monitoring Device Program Category funds.

Cost-Effectiveness

- (A) **Funding Requested (\$):** provide the total amount of funding requested for the In-Home Energy Monitoring Device Program Category.
- (B) **Size of Test Group:** provide the number of proposed participants for the In-Home Energy Monitoring Device Program Category test group. This number should be equal to the number identified at the top of Page E-1.
- (C) **Cost-Effectiveness:** represents a measure of how effective grant dollars are in achieving a given result. To calculate cost-effectiveness applicants should divide the funding requested (A) by the size of the test group (B)

Funds Leveraged

List the proposed sources of funding that will be leveraged for this project. **Applicants must provide letters from each financial partner or funding entity, indicating the amount of funds that have been awarded or committed to the project, as an attachment to Form E.**

Source: name the state program, federal program, utility program or organization that will provide funds to the proposed project. If the applicant has applied for funds, but has not received an award yet, please indicate the anticipated source of the funding.

Total Funds (\$): funds provided by, or requested from, the identified source.

Date of Award: for funds that have been received, please indicate the date of award. For funds that have been applied for, please indicate the expected date of award.

Is letter included: indicate whether an award letter or a commitment letter has been included as an attachment to this form.

If additional rows are required to list other sources of leveraged funds, please include a table with the additional items as an attachment.